

**TRAVEL SITUATIONS IN WHICH AUTOMATED SYSTEM CANNOT BE USED
MANUAL FORM REQUIRED**

TRAVEL CIRCUMSTANCES: Occur infrequently & unable to program rare specific details into system.

- _____ 1. Out-of-the-Country, Hawaii & Alaska
- _____ 2. Travel is 8 days/7 nights or longer (Blanket)
- _____ 3. Transportation: Rental Car
- _____ 4. Lodging: Military or Dormitory Housing, Training Center, Private Residence
- _____ 5. Transportation: State Plane, Military Plane, Private/Chartered Plane
- _____ 6. Combination of Travel:
 - _____ a) Travel to Two or More Cities (Part 1/ Part 2)
 - _____ b) In-State Travel & Out-of-State Travel (Part 1/ Part 2)
 - _____ c) Fly into One State & Drive to Another State
 - _____ d) Fly One Way & Drive One Way
- _____ 7. Rare Occurrence:
 - _____ a) Same Day Travel
 - _____ b) In-State Actual Expense
 - _____ c) Home Base Outside of State
 - _____ d) Two Airlines/Two Hotels

TRAVEL CIRCUMSTANCES: Requires further explanation upon which approval is contingent.

- | | |
|---|--|
| <ul style="list-style-type: none"> _____ 1. Ticket Price Exceeds \$700 _____ 2. Arrive TOO EARLY (Before 2pm the day prior) _____ 3. Leave TOO LATE (After 12pm the next day) _____ 4. Airport Choice Not in Home or Work City _____ 5. Drive to Destination Exceeds 7 hours _____ 6. Travelled Before Receiving Pre-Approval _____ 7. Any UNUSUAL Circumstance Not Listed | <p>Explanation:</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> |
|---|--|

_____ * Personal Time (Requires additional memo signed by Agency Director)

**THIS FORM MUST BE ATTACHED TO
TRAVEL REQUESTS TO WHICH IT APPLIES**